

Recreation Educational Services
Tennessee Department of Environment and Conservation

2020 Public Recreation Grant Virtual Application Workshop

September 3, 2020

Slide Changes from 9/3/20 Virtual Application Workshop

All slide changes of significance will be highlighted in yellow. Changes to spelling, tense, formatting, ect. will not be highlighted.

Highlighted changes

- ❖ Slide 7- Deadline for secondary Pre-Application has been changed to reflect the correct deadline of Tuesday, September 28, 2021
- ❖ Slide 33- Documentation of match has been changed to allow a letter from the Mayor in the Pre-Application if timing does not allow a resolution of governing body. A resolution will be required in the Application phase.
- ❖ Slide 51- Public Input meeting dates for Applying Organization that do not meet the Parks and Recreation Systemwide Master Plan requirement has been changed from October 1, 2021 to July 1, 2021 as the public input meeting will reflect an application scope based on new plan.

Virtual Workshop Format

As noted on the Virtual Workshop, this is RES's first workshop conducted using a virtual format. We are aware we will likely have a learning curve and we appreciate your patience as we step into this new realm.

To have the most efficient use of time, please adhere to the following:

- ❖ Keep your microphone muted, all microphones were muted on entry and should remain this way
- ❖ Keep a sheet of paper to write down questions and mark through ones that are addressed as the workshop proceeds. Options for submitting questions will be provided at the end of the workshop.

Important Dates

The 2020 All-in-One Application will be available in the TDEC Grants Management System (GMS) by September 11, 2020.

The following items will be uploaded to the RES Grant webpage, <https://www.tn.gov/environment/program-areas/res-recreation-educational-services/res-recreation-educational-services-grants0.html>, by the dates listed below:

- ❖ September 4, 2020- 2020 Public Recreation Grant Virtual Application Workshop Power Point
- ❖ September 9, 2020- Recording of 2020 Public Recreation Grant Virtual Application Workshop
- ❖ September 15, 2020- Question and Answers document based on questions submitted via email by 9/10/20

TDEC Grants Management System (GMS)

- ❖ The 2020 LPRF/LWCF/RTP Application will be available on the GMS by September 11, 2020. You can begin compiling your Pre-Application items once the workshop ends.
- ❖ Applications will only be accepted via the GMS.
- ❖ Information regarding the GMS and how to establish an account and affiliate with an organization can be found at:
<https://www.tn.gov/environment/about-tdec/grants/program-areas.html>
- ❖ To access the GMS please visit:
www.tdec.smartsimple.com
- ❖ Showing of GMS and establishing an account

Major Changes for the 2020 Public Recreation Grant Cycle

❖ *All-in-One Application*

The 2020 Cycle will accept applications without a grant funding source specified. All applicants must be prepared to meet a 50% match of the application scope total project costs. If a project is selected for funding and it is determined the project aligns with a match requirement of less than 50% of the total project cost, the Applying Organization will be contacted to discuss additional scope items to keep the match as equal as possible to the match amount specified in the application.

❖ *Parks and Recreation Systemwide Master Plan*

The 2020 Cycle is comprised of two segments. For an Applying Organization to be considered for the initial funding segment, a Parks and Recreation Systemwide Master Plan must be less than 5 years old from completion or being updating, September of 2015. Applying Organizations that do not have a current Parks and Recreation Systemwide Master Plan that wish to be considered for funding in the 2020 Cycle must still submit a Pre-Application.

2020 Grant Cycle Deadlines

- ❖ Pre-Applications must be submitted in the GMS by 6 pm CST on Thursday, October 8, 2020 to be considered for the 2020 Public Parks and Recreation Grant Cycle funding.
 - RES will review all Pre-Applications and notify applicants of application status, ineligible application scope items, and/or land issues by 6 pm CST on Friday, October 30, 2020.
 - Pre-Applications that include a Parks and Recreation Systemwide Master Plan that was created or updated within the last 5 years and meet all additional Pre-Application requirements, will be moved to the Application stage. The Application must be submitted by 6 pm CST on Monday, December 7, 2020.
- ❖ Pre-Applications that meet all requirements except for having a Parks and Recreation Systemwide Master Plan that was created or updated within the last 5 years will be allowed additional time to complete a Parks and Recreation Systemwide Master Plan and re-submit the Pre-Application by 6 pm CST on August 3, 2021.
 - RES will review all Pre-Applications and notify applicants of application status, ineligible application scope items, and/or land issues by 6 pm CST on September 2, 2021.
 - Pre-Applications that include a newly created Parks and Recreation Systemwide Master Plan and meet all Pre-Application requirements
 - will be moved to the Application stage. The Application must be submitted by 6 pm CST on **Tuesday, September 28, 2021.**

Funding Sources and Application Requirements

- ❖ *Local Parks and Recreation Fund (LPRF)* provides state funding to local governmental agencies. LPRF funds may be used for the development and/or renovation of public park and recreation facilities, and/or the purchase of land for parks, natural areas, greenways and the purchase of land for recreational facilities.
- ❖ *Land and Water Conservation Fund (LWCF)* provides federal matching grant dollars to local and state governments agencies. LWCF funds may be used for the acquisition and/or development of public outdoor recreation areas and facilities.
- ❖ *Recreational Trails Program (RTP)* provides matching grants to state, local, and federal governmental agencies as well as 501c3 organizations on publicly owned land. RTP funds may be used for trail development, trail head support facilities, acquisition of land for recreational trails or corridors, non-routine maintenance, and restoration of existing trails.



Eligibility Information

Eligible Applicants

- ❖ Any current Awarded Organization that has an open grant project administered by RES that meets open project closing requirement.
- ❖ Any local government that does not have an open grant project administered by RES
- ❖ State and Federal governmental agencies with the knowledge that all grant funding sources in this cycle may not be available to them based on funding source requirements and/or restrictions.
- ❖ 501c3 Organizations can only apply for trail projects and must either not have an open project, or meet the open project closing requirements. The current public landowner or the public landowner that will assume the property and grant compliance at the completion of the project, must be a joint applicant.
- ❖ An applicant cannot be the Lead Applying Organization on more than one grant application. The Lead Organization is the property owner, unless a 501c3 Organization on a trail project application.

Joint/Partner Applicants

- ❖ A Partner for an application must meet the same criteria as an eligible applicant.
- ❖ Each Organization must provide:
 - A resolution, or similar type of document for non-local governments, verifying application submission and commitment to match
 - Source of match
 - A statement from Mayor/Agency Head on TN Licensed stamped plans for structural, mechanical, or electrical components of the application scope
 - Statement of acknowledgement of NLU to be recorded on awarded project land that does not meet lease requirements
- ❖ If the joint/partner application includes two governmental agencies, the Lead Organization for the application will be the partner that holds the land ownership or lease
- ❖ If a 501c3 is the Lead Organization, the public landowner, or agency assuming public land ownership must be a joint/partner applicant.

Open Project Closing Requirements

Applicants with an **open** LPRF, RTP or LWCF must meet the following criteria to apply in the 2020 grant cycle:

- ❖ The project scope must be 100% complete.
- ❖ An Inspection Activity for a final inspection must be submitted in the GMS by October 16, 2020.
 - RES will schedule an on-site inspection within 5 business days.
- ❖ Any small item that needs addressing, i.e. toilet bowl flush valve on incorrect side in ADA stall or a cross slope on a small section of an access path exceeding 2%, must be corrected and documentation provided in the Inspection activity and submitted by November 20, 2020. An item in the scope not being completed does not meet this criteria.
 - RES will review secondary submissions to determine if an additional on-site inspection is needed and/or if the project meets scope and grant requirements for the project to be closed.
- ❖ A final Request for Reimbursement activity must be submitted in the GMS by December 14, 2020.

Eligible Projects

Funds may be awarded for one or a combination of sites and facilities such as:

- Athletic Fields
- Play Courts
- Playgrounds
- Picnic areas
- Trail Construction
- Trail Rehabilitation, not routine maintenance
- Trail head facilities
- Trail side amenities
- Picnic Pavilion
- Splash Pad
- Fishing Piers
- Boardwalks
- Non-motorized Boat Docks and ramps
- Riverwalk
- Recreation Buildings and Structures
- Stand-alone Land Acquisition with development of land for public recreation within 3 years of the acquisition
- If you have a question on eligibility, contact your PARTAS Consultant

Important Land Eligibility Requirements

- ❖ Land associated with a grant project cannot have been acquired or obtained through condemnation or eminent domain.
- ❖ Projects selected for funding must be constructed on land that is:
 - ❖ Publicly owned once project is awarded, or
 - ❖ Publicly owned before development and/or the close of the contract, or
 - ❖ Meets lease requirements of:
 - The lease being for public land
 - The lease being between governmental organizations
 - The lease holder being the Applying Organization
 - The lease having a minimum of 25 years remaining at the associated application deadline, Dec 7, 2020 or Sept 28, 2021, based on Pre-Application clearance
- ❖ If the project is selected for award, the associated land parcel(s) are required to be protected for public recreation in perpetuity unless the land meets lease requirements.

Land for Purchase or Match Appraisal Requirement

- ❖ An Opinion of Value is required to be uploaded in the appropriate section on the Property Information tab.
- ❖ If the application is selected for funding:
 - Formal appraisal performed by a state-licensed appraiser, if funded. Federal grants must have appraisals performed to standards detailed at https://www.fhwa.dot.gov/real_estate/uniform_act/index.cfm and will require a second review paid for by the grantee.
 - Appraisal dated no earlier than 12 months prior to the grant application deadline date.
 - Grant recipient has 12 months from the start date of the contract to complete acquisition. However, development must begin within 3 years of the acquisition date on the acquired land if the development is not part of the project scope.

Project Costs & Eligible Match



Total Project Costs

Grant application amounts are based upon total project costs and must be calculated at 50% of the total project cost. Projects deemed by RES to align 100% with RTP may be given the opportunity to reduce match percentage, not match amount, and increase project scope if selected for funding and RTP funds remain.

Minimum Grant Request and Match- \$20,000 for a total project cost of \$40,000. Individual projects that are less than \$40,000 estimated total project cost can request an exception to the minimum grant request.

Maximum Grant Request and Match- \$500,000 for a total project cost of \$1,000,000. Total project cost estimate of over \$1,000,000 are requested to provide additional details in the application.

Project Costs Estimates and Limitations

- ❖ Project cost estimates must be obtained by the applicant to ensure the dollar amount requested will provide all elements listed in the scope of the project. If selected for funding, the project will be held to the dollar amounts and intent of project. RES recommends obtaining multiple project cost estimates to determine application amount as well as a 15-20% increase in cost as projects will not be under contract until 2021 or later contingent on application and environmental reviews.
- ❖ If a project is selected for funding, reimbursable expenses must be incurred during the project term as established in the grant contract and will be for cash expenditures only
- ❖ RES recommends each application include A&E costs as TN certified stamped plans are required for awarded project scope items that are structural, mechanical, and/or electrical
- ❖ Architect and Engineering fees, and administration fees combined may not exceed 15% of the total project cost.
- ❖ Project cost estimates and limitations will be used to enter information in the Budget and Attachments tab

Eligible Match Info

An applicant may utilize one or a combination of the following types of match sources if the project is selected for award and contingent upon the funding source requirements:

Development Project:

- ▶ Cash- best match
- ▶ Other grants - contingent on funding source if selected for award
- ▶ In-kind services- items or services that cost the awarded organization \$0
- ▶ Appraised fair market value of property purchased or donated not previously dedicated to recreation

Acquisition Project:

- ▶ Cash- best match
- ▶ Other grants - contingent on funding source if selected for award
- ▶ Appraised fair market value of property purchased or donated not previously dedicated to recreation

Contact RES after the workshop with any match question

Important Details for Awarded Projects



Environmental Requirements

- ❖ If the grant application project is selected for funding, all required Federal and State permits must be obtained by the grantee as part of the Environmental Review.
- ❖ These permits may include a National Pollution Discharge Elimination System (NPDES), Aquatic Resource Alteration Permit (ARAP) and Storm Water Pollution Prevention Plan (SWPPP) along with any other required TDEC permits or studies. Please be aware a SWPPP will be required for any awarded project that will disturb approximately an acre or more for project construction.
- ❖ The costs associated with any items needed to obtain environmental clearance are 100% the responsibility of the grantee and may cost into the tens of thousands of dollars. In the event a project is selected for funding, receives environmental clearance, and an issue develops at the grant site that requires additional attention, grant funds may be suspended until the issue is resolved.

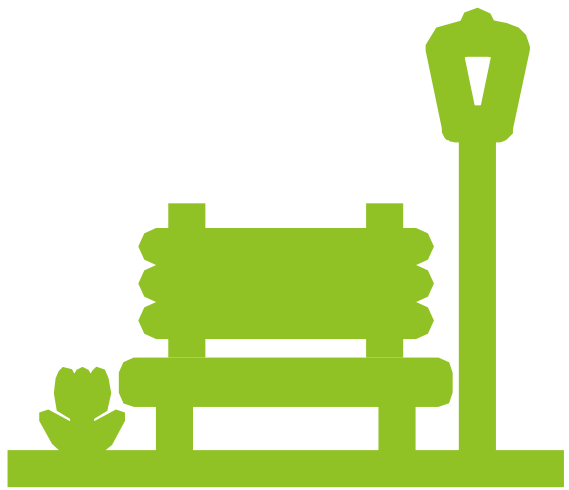
Awarded Project Requirements

- ❖ All projects must have associated land protected in perpetuity for public recreation, unless land lease requirements are met.
- ❖ All projects will have a scope that meets the intent of the application scope and scope amendments will not be considered.
- ❖ All projects will be required to use the GMS for written communication, document submission, document retention, etc. Grant project relevant phone conversations will be followed up with details included in the GMS.
- ❖ All projects must meet current ADA standards
- ❖ All sites are protected for public recreation in perpetuity
- ❖ Design/Renderings will be required for submission to verify ADA compliance and playground safety.
- ❖ Projects selected for RTP funds will be required to meet Buy America requirements

<https://www.fhwa.dot.gov/construction/cqit/buyam.cfm>

Awarded Project Requirements (cont.)

- ❖ All projects must have TN certified Architect and/or Engineer stamped plans on any section of the project that is structural, mechanical or electrical. Renderings and standard construction drawings will be required on playgrounds, trails, ball fields, playing courts, parking lots, etc.
- ❖ All playgrounds must be secured from a commercial playground manufacturer that is a current member of IPEMA and structure must meet ASTM, CPSC, and ADA requirements for public playground. In addition playgrounds must have:
 - playground safety surfacing should be referenced as loose fill or unitary
 - playground safety surface testing results for ASTM and ADA
 - a third party, secured and paid by grantee, HIC test performed on safety surface on-site
 - on-site Playground Safety Inspection performed by their PARTAS Consultant upon completion of installation



2020 Public Recreation Grant Cycle Application Details

All files uploaded to the GMS must follow the following file naming format:

Application Cycle Year

Applying Organization Site

Name Document Content

Examples:

2020 Parksville Orange Park Site Photos

2020 Parksville Red Park Site Photos

2020 Parksville Orange Park Topo Map

Pre-Application



Pre-Application

- ❖ Pre-Application Submission Deadline- 6 pm central on Thursday, October 8, 2020
 - Notification on Pre-Application criteria- 6 pm central on Friday, October 30, 2020

- ❖ Pre- Application Submission Deadline for applicants that do not meet criteria in primary Pre-Application- 6 pm central on Tuesday, August 3, 2021
 - Notification on Pre-Application criteria- 6 pm central on Thursday, September 2, 2021

Purpose and Overview tab

Provides information on the grant programs and application resources including:

- ❖ Application Power Point
- ❖ Recording of Virtual Application Workshop
- ❖ Questions and Answers document
- ❖ PARTAS Map

Timeline, Eligibility,& Funding tab

Provides information on:

- ❖ Pre- Application and Application deadlines
- ❖ Eligible Organizations and projects
- ❖ Grant programs
- ❖ Grant application limits

Title VI Compliance tab

New for 2020- Annual Title VI Application that allows an Organization to complete the past information required for the Title VI Pre-Audit one time annual vs. for each application submitted to TDEC. If the project is selected for award, a Title VI Certification activity must still be completed prior to obtaining a grant contract.

The Title VI Compliance tab in the application requires applying Organizations to enter the date that the Annual Title VI Application was marked as “Complete” by TDEC staff.

Title VI Compliance Application

SmartSimple - Hancock County

https://tdec.smartsimple.com/iface/ex/ax_index.jsp

90%

Most Visited Edison SmartSimple | Tennes... TN Bill Tracking ADA Standards - Unite... Per Diem Rates Look-Up TN Tower Parking WebEX Vehicle Counting - Go... TN Property Viewer

You are viewing the system as Thomas Harrison

TN Department of Environment & Conservation

Home

T

Note: Please be sure to submit a request to affiliate with a registered organization before you apply for any grant. Click on the Submit Affiliation Request button.

Current session: You are logged in as [Hancock County](#), to switch your organization click the Switch Organization button on the top right.

For Grants System Help, contact TDEC.Grants@tn.gov. For application questions, please contact the Grant Program Contact listed in the application. **Note:** It is recommended to use the Firefox browser while accessing the system for optimal performance.

How to Affiliate Tutorial

Submit Affiliation Request

Personal Profile

Change Password

Funding Opportunities

1-1 of 1

Opportunity Details

Medium and Large Truck Application

Deadline: 10/30/2020

Apply Now

My Applications

IN PROGRESS (1) ACTIVE (1) COMPLETED (1)

1-1 of 1

	#	Application ID	Grant Cycle	Application Type	Organization	Status	Last Modified	
<input type="checkbox"/>	1	2019-5542		Title VI Compliance	Hancock County	Draft	03/31/2020 06:46AM	Open

Type here to search

10:56 AM 8/28/2020

General Information tab

- ❖ Organization information, as well as information on who is completing the application should auto propagate on this tab. If information is incorrect, please contact TDEC.Grants@tn.gov
- ❖ This tab also includes a few questions regarding the project location and applying Organization.

Project Information tab

The following items must be included:

- ❖ Project Title using following format:
 - ❖ Application Cycle Year, Organization, Park Name, Project Type. (Example: 2020 Recreationville City Park Playground and Splashpad)
- ❖ Detailed Project Scope
 - ❖ Details should include all items to be developed with grant and approximate dimensions of items. Detailed scope with relevant information on what is to be acquired and/or constructed with grant funds if awarded. No background information or justification of need is to be included in this section.
- ❖ Joint/Partner Applicant info and resolution upload
- ❖ Trail Data Information, if applicable to application project scope
- ❖ Project contact information for individual to be contacted regarding any application questions. Please note, the Mayor/Agency Head will also be noted in the grant record and will receive GMS notifications.

Budget and Attachments tab

- ❖ The Budget Page and Budget Justification Worksheet must be completed utilizing the information from the cost estimates and not exceeding the budget limitations. Additional guidance is provided on the tab regarding grouping of individual costs and correct line item location.
- ❖ Assurance of Match Documentation

For a Joint/Partner Application the documentation must be provided by both agencies

 - ❖ **Local governments-** A signed and dated resolution of the City Council or County Commission, if timing does not allow a resolution, a letter from the Mayor will be accepted for the Pre-Application with a resolution being required in the Application stage. The document must include the following:
 - Approval of the grant application submission and commitment to the match
 - Document the source and amount of funds for the match
 - ❖ **State and Federal Agencies-** must include a document containing the above items based on governing body
 - ❖ **501c3 organizations-** must include a document containing the above items based on governing body.

Property Information tab

All property information must be verified by Applying Organization to be the actual parcel(s) associated with the application project scope.

- ❖ Legal Description must include:
 - Deed references
 - Adjoining ownership
 - Meets and bounds or a survey
- ❖ Deed of Ownership and/or Lease
- ❖ Title search for applications that include land acquisition
- ❖ Opinion of value for applications that include land acquisition
- ❖ Tax map

All land associated with the application scope must either be publicly owned at time of application or for projects that include acquisition, publicly owned if project is selected for funding.

Maps, Photos and Designs tab

❖ Location and Topographical Maps

- Clear, accurate, and legible maps must be submitted with the application. Applications with incorrect or illegible maps will result in point deductions from the final total rating. The topographic name and number must be included on the map. Written directions to the site must be included.

❖ Vicinity map

- The map must show the location of project in the city and county showing all major roads and rivers. Include any other maps that would be beneficial to the environmental reviewing agencies.

❖ Photographs of site(s)

- Upload multiple photos of site showing any and all facilities on-site

Maps, Photos and Designs tab (cont.)

Preliminary Site Plan

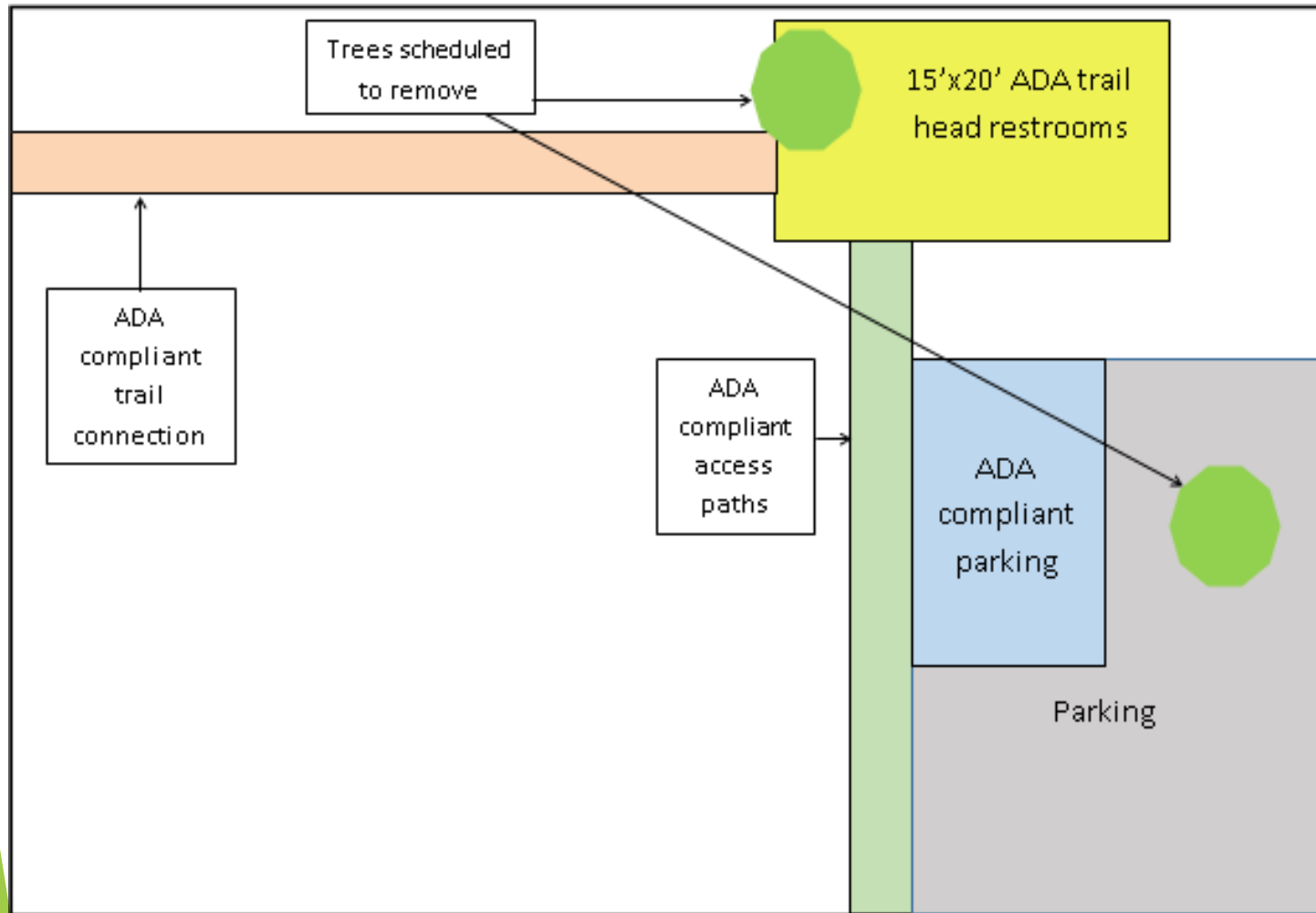
- ❖ Must include dimensions of development included in proposed project as well as current structures
- ❖ Must include ADA access paths to connect ADA parking to all facilities
- ❖ Must include location of trees and water elements, if any trees are to be removed due to development that are equal to or larger than 5 inches at chest height, they must be noted on plan

Preliminary Component Plan

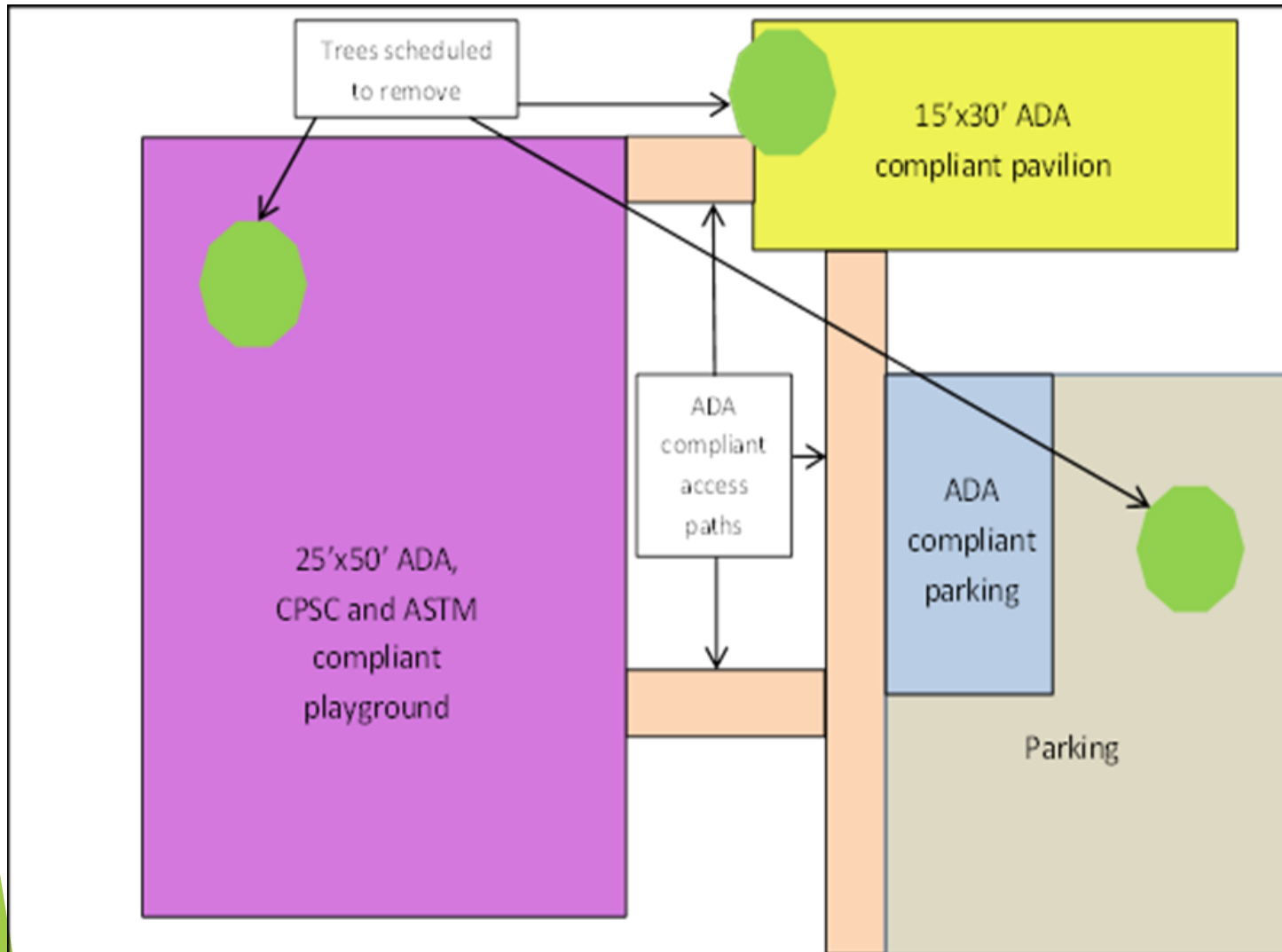
- ❖ A copy of the preliminary plan for individual components, i.e. multi-purpose field, playground, splashpad, etc. included in the project is to be submitted with the application. ADA access routes and ADA compliance must be shown on the preliminary component plan. Specific item types or manufactures will not be required to be selected if the project is selected for funding.

The preliminary items will be used to determine the intent of the project scope, if the project is selected for funding.

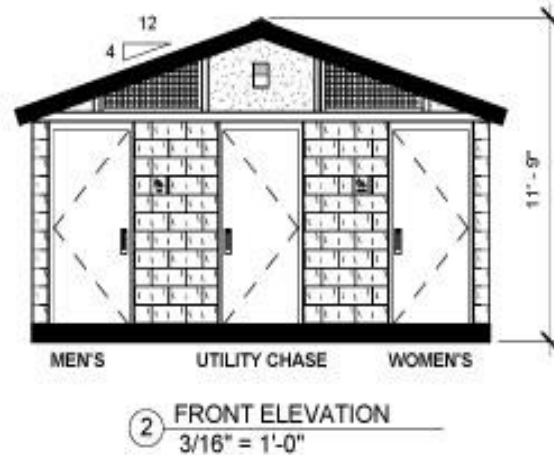
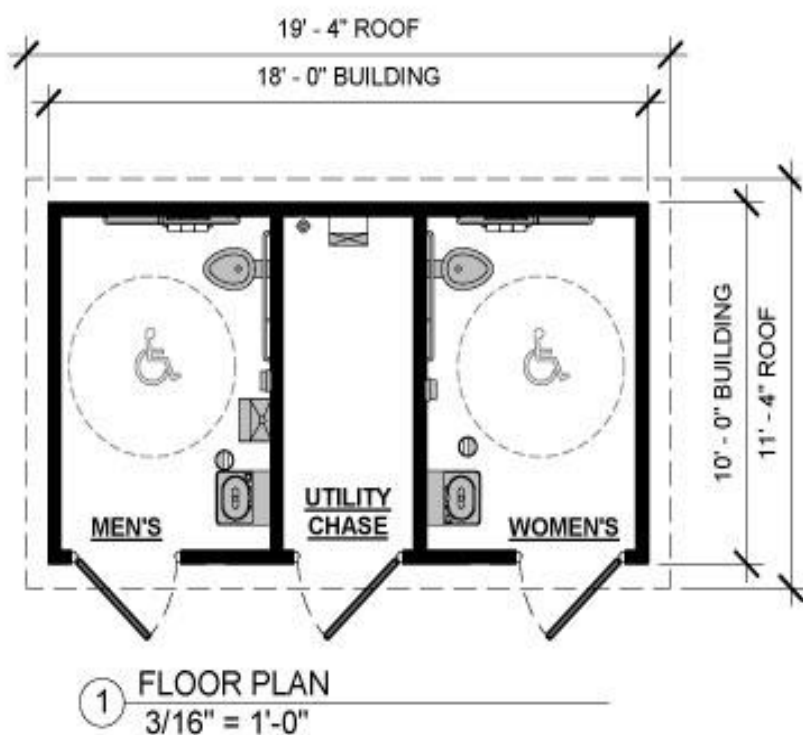
Preliminary Site Plan



Preliminary Site Plan



Preliminary Component Plan

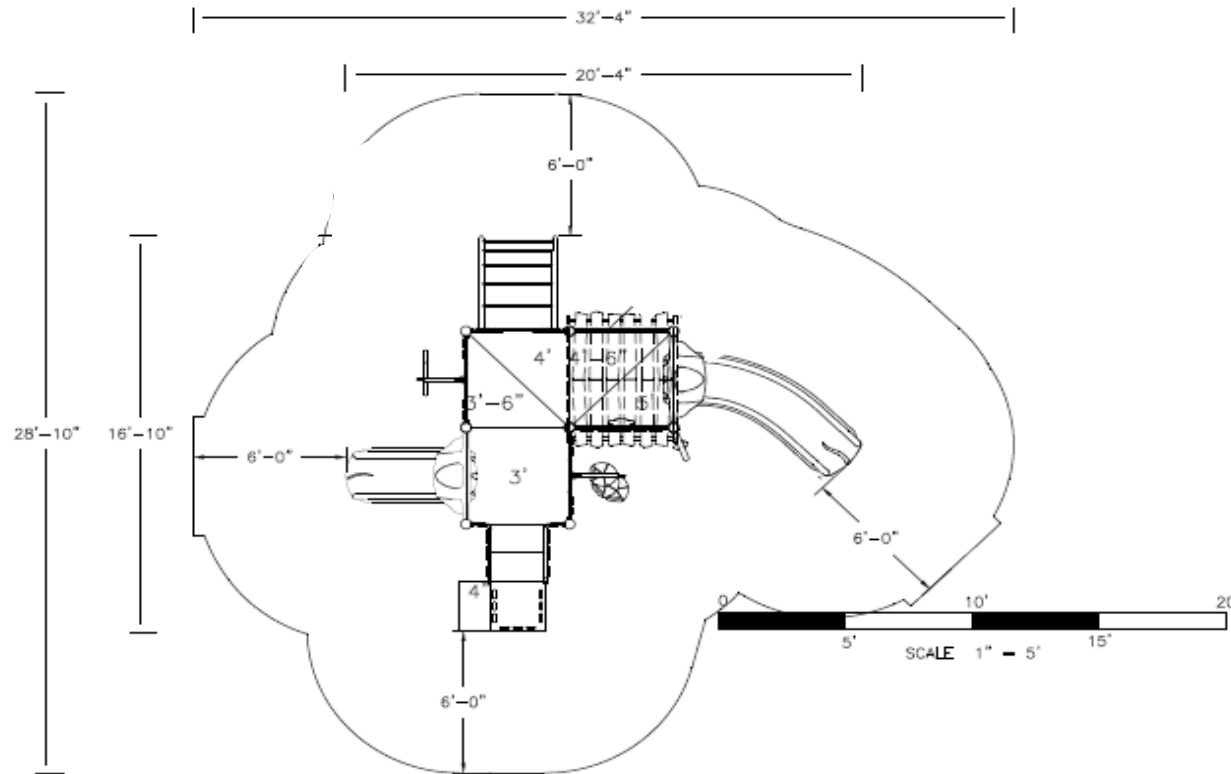


Above plan obtained from

<http://publicrestroomcompany.com/building-models/ps-122.php>

ADA signage is required to be on building meeting the ADA requirements. Additional signage can be located on doors, but is not required and cannot be the only location unless a specific exemption is met.

Preliminary Component Plan



Above plan obtained from GameTime. The preliminary site plan will be used to establish the minimum intent of the application, if the project is selected for funding. Manufacturers presented in the application are not required to be the manufacturer used for the grant project as selected projects will be required to follow local procurement.

Parks and Recreation Systemwide Master Plan tab

It is vital that any Organization that wishes to be eligible for project awards associated with the 2020 Cycle complete all sections of the Pre-Application. Organizations that do not presently have a Parks and Recreation Systemwide Master Plan will be given additional time to have one created and submitted during the secondary Pre-Application timeframe.

Parks and Recreation Systemwide Master Plan tab

A Parks and Recreation Systemwide Master Plan that has been created or updated in the last 5 years which includes the application project scope is required to advance from the Pre-Application to the Application in the Grant Cycle. A site-specific plan does not qualify for this requirement, it must be a Parks and Recreation Systemwide Master Plan for the parcel owner. State and Federal agencies can have systemwide plans for a specific area or region.

Planning Document information that must be provided:

- ❖ Plan finalization date
- ❖ Page(s) of plan that include project scope
- ❖ If the Parks and Recreation Systemwide Master Plan was updated, the above information will also be required to be provided for the update

Minimum Components of a Parks and Recreation Systemwide Master Plan

- ❖ Strategic Planning type component including a focus group that represents a cross section of the community. A Strength, Weakness, Opportunity, and Threat (S.W.O.T.) Analysis is often included.
- ❖ Community Recreational Needs Assessment/Survey
- ❖ Facility inventory with facilities and current conditions included
- ❖ Parks and Recreation Program offerings list
- ❖ Short, Mid, and Long-Term Goals
- ❖ Public Input



Application

Application

- ❖ Application Submission Deadline for Pre-Applications moved to Application in 2020- 6 pm central on Monday, December 7, 2020
- ❖ Application Submission Deadline for Pre-Applications moved to Application in 2021- 6 pm central on Tuesday, September 28, 2021

Project Proposal tab

- ❖ The project proposal is to be used for the community/civic group meetings and be submitted in the grant application.
- ❖ The questions address your community, the need for recreation and the details of the project.
- ❖ Include clear and meaningful maps, photos and other graphics. Use standard fonts and consistent colors that show well on a large scale. Do not be too flashy or overrun graphics with non-essential items. **No clip-art is permitted.**
- ❖ See tab in GMS for other components that must be included in the Project Presentation
- ❖ The Project Proposal does not apply to overall points; however, applications that do not include all the items noted in the grant application manual as being required will **not** be scored.

Planning and Design

Architect and Engineering Plans

Provide a letter from the Mayor/Agency Head indicating they are aware stamped plans will be required for all structural, mechanical and electrical plans. RES advises applicants to contact an A&E firm to get a cost estimate for the project to include in the grant application. A&E fees plus Administration fees can be awarded as part of the grant project, total of A&E fees and Administrative fees **must not** exceed 15% of the total project cost.

Documentation Required:

A letter from Mayor/Agency Head stating they are aware of the above. For a Joint/Partner Application, both Organizations must provide documentation.

Planning and Design (cont.)

Justification of Need

Provide information as to why this project is important in the community.

Documentation Required:

Provide background information on why this project was selected to be submitted for grant funds, why it is needed for the community and how the community will benefit from the project if selected for funding.

Planning and Design (cont.)

Compliance with Tennessee 2020

(Visions for Parks, People and Landscapes)

Documentation Required:

Provide a narrative addressing how the proposed grant project meets one or more of the initiative(s) of the Statewide Comprehensive Outdoor Recreation Plan (SCORP), Tennessee 2020. A narrative is required for each initiative that the project will impact. The updated TN 2020 Plan can be found at:

<https://www.tn.gov/environment/program-areas/res-recreation-educational-services/res-tennessee-2020-plan.html>

Planning and Design (cont.)

Recreation Needs Assessment

The recreational need of the project is determined by the results of a comprehensive needs assessment in the applicant's jurisdiction. The needs assessment was conducted within the last 5 years. A list of items to be ranked does not classify as a recreation needs assessment as it does not provide comprehensive list of recreational programs or facilities.

Documentation Required:

- ❖ Date the Needs Assessment was conducted
- ❖ Results of Needs Assessment
- ❖ Description of the distribution method
- ❖ Number of returned Needs Assessments
- ❖ Description of how the Needs Assessment results shows support for application project scope

Planning and Design (cont.)

Public Meeting

The applicant must conduct 2 public meetings pertaining to the grant application project and using the Project Presentation between September 3, 2020 and November 15, 2020 for applying organizations moved to the Application on or by November 1, 2020 or for applications held in the Pre-Application, to allow completion of a Parks and Recreation Systemwide Master Plan, the meetings must be between July 1, 2021 and September 1, 2021. These meetings are scheduled to specifically discuss the project and to obtain community comments. All meetings can be conducted virtually as stand-alone or prior to a regularly scheduled meeting, i.e. City Board or County Commission, but must be advertised per the agency's standard procedures. 1 of the 2 meetings can be conducted via social media, but advertisement noting the availability to comment must be provided. Meetings cannot be conducted on same day of the week or same time of day and must be conducted at a reasonable time of day to allow citizens to participate. Locating a sign advertising the meeting(s) at the project development site is required.

Documentation Required:

- ❖ Dates of meetings
- ❖ Proof of advertisement of meetings
- ❖ Copy of meeting minutes or screenshots of all comments for social media type meeting
- ❖ Photo proof of meeting info. displayed at project site(s)

Planning and Design (cont.)

Civic (non-governmental) Group Support

The applicant must **present** the grant application project to **two or more** local groups to determine their support of project using the Project Presentation. Examples of civic groups: neighborhood associations, religious organizations, advisory boards, youth organizations, etc.

Documentation Required:

Copy of the group's meeting agenda and minutes confirming the presentation for the project. The documentation should include the dates of the project presentation and the support for the project. **Letters from the established leader of the group will not meet this requirement.** If the group does not normally have an agenda and/or take meeting minutes, the applicant can provide this service, but the Chair of the organization must provide documentation to verify the meeting was conducted, not a support letter, in addition to the agenda and minutes required in this section.

Planning and Design (cont.)

Parks and Recreation Board Support

The applicant must present the project to their parks and recreation board and received a motion of support for project.

Documentation Required:

Copy of the parks and recreation boards meeting agenda and minutes from the board meeting. The documentation should include the dates of the project presentation and the support for the project. For a joint project application, both agencies must provide documentation from their parks and recreation board. **Letters from the board chair or president will not meet this requirement.**

Planning and Design (cont.)

Trail Specific information

If your application project includes any type of trails:

- ❖ Provide the names of the resource(s) project will use for trail construction if selected for award.
- ❖ Provide the specific details in resource(s) listed above

Current System Development tab

Facility Inventory

Provide detailed information on the current parks in the recreation system. For a joint project application, both agencies must provide documentation for their current recreation system.

Documentation Required:

The applicant must provide a detailed current inventory of recreation sites in the system. Download the spreadsheet below, enter the inventory and upload the completed spreadsheet. Items to include in the spreadsheet for each park are:

- ❖ Facility name and a list of amenities
- ❖ 911 addresses of facility
- ❖ Note, if facility is a greenway or a blueway, address of trail head and/or launch and any facility access points must be provided
- ❖ Acreage
- ❖ List must indicate if LPRF, LWCF, and/or RTP grants have been awarded at site. Applicant's Primary Contact, usually the Mayor, can access closed projects on their dashboard in the GMS to obtain a list of LPRF, LWCF, and/or RTP awarded projects.
- ❖ List renovations or additions within the last 10 years with associated costs
- ❖ List of programs or activities that were conducted at each facility in 2019. The list is not to include every individual reservation or specific focus, just a general description. Examples of a general program or activity description would be: swim lessons, 8 weeks of day camp, AYSO, Halloween event.

Current System Development (cont.)

Trail Specific Information

If the application project includes any type of trail, the following required documentation is needed:

- ❖ Comprehensive Trail System Map- Provide a detailed map showing the entire proposed trail system along with a trail inventory in Excel spreadsheet format that includes :
 - ❖ Park Name
 - ❖ Trail Name
 - ❖ Length of trail
 - ❖ Surface type
 - ❖ Difficulty
 - ❖ Web link to the trail map, if one exists
- ❖ Existing trails to be included in the system and any new trails to be constructed are to be identified on the map. The trail system development or maintenance project can be broken down in phases and the phase(s) to be developed must be identified. The total length (linear feet) and width of proposed trail(s) must be identified and the trail(s) to be developed with the grant funds MUST also be identified on the Map.
- ❖ Information on Connections
- ❖ Information on Diverse Use

Management & Maintenance tab

To extend the life of parks and recreation facilities as well as provide safe parks and recreation facilities for your customers, current facilities must be managed and maintained.

Documentation Required:

- ❖ Include an overall management/maintenance plan for each park in the Parks and Recreation system
- ❖ Include two **completed** maintenance and/or inspection reports/lists for each **facility type** in the Parks and Recreation system. Reports/lists must have been completed between June 2019 and December 2019 and must have a signature from person completing and a date of completion, i.e. playground safety inspection, pool maintenance, restroom cleaning, etc.
- ❖ Post Completion Inspection (PCI) forms for past grant compliance do not meet the requirements in this section and will receive 0 points.
- ❖ Include copies of any management and/or maintenance agreement with any outside agency
 - If no management and/or maintenance agreements exist, include a document stating that fact

Benchmarking tab

- ❖ Parks and Recreation Department currently certified as a Parks and Recreation Benchmarked Community by RES, provide a copy of your certificate. Benchmarking Certificate must be included for points to be awarded.
- ❖ Current means that your certification was valid on August 1, 2020.
- ❖ Benchmarking is not the same certification as a 3 Star Community from Economic Community Development.
- ❖ Benchmarking applications submitted by the November 30, 2019 deadline, must be completed and a notification from RES that the community has completed the benchmarking process must have been received by the community by August 1, 2020.
- ❖ Benchmarking applications submitted in 2020, unless they are renewals, will not be reviewed for consideration as meeting this section of the 2020 Cycle Application

Special Focus tab

Proper maintenance of current facilities in the applicant's parks and recreation system ensures safe and quality facilities. Grant funds can be used for renovation of facilities and renovation of current facilities is one of the special focuses of this grant cycle. To qualify for the Special Focus points, the grant application must be 100% renovation of existing facilities. Renovations includes, but are not limited to: addressing specific sections of a facility that have aged and do not meet current compliance to regulations (i.e. public playground safety, and ADA compliance for access path(s) to facility elements/program areas and/or ADA parking), demolition of a type of facility with the replacement being the same recreational benefit (i.e. demolition of a pool and replacement with a splash pad, renovation of a diamond field to a multi-purpose field).

Documentation Required:

Provide a narrative with information on how your project scope meets the 100% renovation requirement.

RES Program Compliance tab

***No information will be provided by the applicant in this section. RES staff will review internal documents to determine compliance**

RES Program Compliance

- ❖ For past grants, completing and returning Post Completion Inspections by deadlines.
- ❖ No remaining unresolved issues discovered during Post Completion Inspections.
- ❖ No unresolved conversions.
- ❖ No undeveloped acquisitions identified for development in previous grants.
- ❖ No incomplete past grants, example: non-fulfillment of contracts.

On-site Recreation System Criteria

RES will conduct an ON-SITE INSPECTION. The inspection will be grant project focused and will include other parks or trails operated and maintained by the grant applicant.

GMS formatting and verbiage
may differ from Power Point.
Items noted in the GMS are to
be followed.



► Pre-Application Viewing

Things to Remember if Project is Selected for Funding

- ❖ Application scope and intent of the application will be required to be the minimum awarded project scope, unless items in application scope are not fundable by awarded funding source.
- ❖ Grant contract term will be 3 years, progress & reimbursement requirements will apply to keep projects from sitting idle.
- ❖ Land must be publicly owned and be protected in perpetuity for public recreation unless land lease requirements are met.
- ❖ Environmental Review is required.
- ❖ Costs associated with studies, permits, and other items required by environmental reviewing agencies are 100% the responsibility of the Organization.
- ❖ No cost associated with the project will be reimbursed if it does not occur within the grant contract term and meet all grant project requirements.
- ❖ Projects awarded under RTP must meet Buy America.

Things to Remember if Project is Selected for Funding (cont.)

- ❖ All items in the scope and associated facilities must meet ADA compliance.
- ❖ TN Certified Architect and/or Engineer stamped plans are required for structural, mechanical, and/or electrical components of the awarded scope. RES recommends A&E costs be included in every application meeting the cost limit requirement of A&E Service plus Administration cost cannot exceed 15% of total project costs.
- ❖ RES recommends a 15-20% estimated total project cost increase to address inflation from application submission to project construction. Estimated total costs cannot exceed \$1,000,000.
- ❖ All utility lines must be underground unless it is electrical which meets one of the exceptions.
- ❖ Project expenditures must take place to receive reimbursement dollars. In-kind must be submitted in a reimbursement request and will be logged as match.

RES Staff Contact Info

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TDEC Online Grant Management
System questions:

tdec.grants@tn.gov

Questions can be submitted one of two ways:

- ❖ Emailing Rec.Services@tn.gov with the subject of Grant Application Workshop Question. Questions must be submitted by 9/10/20 and will be answered within 3 business days. Submitted questions and answers will be used to create a Question and Answer document that will be uploaded to the RES Grants webpage.
- ❖ Continuing to remain on Virtual Workshop and submitting the question via the Chat box. RES staff will verbally address as many questions as possible within 30 minutes of the end of the presentation. Remaining questions will be included in the Question and Answer document.

